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MEMORANDUM FOR:

Assistant to the Director

SUBJECT : Newsletter for Senior CIA Representatives

The following item is submitted by the Office of the Deputy Director (Administration) for inclusion in the December Newsletter to the Senior Representatives:

PART I

Progress in implementing the Career Service Program has resulted in the organization within the DD/P area of "local" Career Service Boards in FI, PP, PM, and TSS, responsible to the chiefs of those Staffs. The chairmen of these boards, together with the Chief of Administration, DD/P, constitute a board responsible to the DD/P which will insure the application of uniform standards and procedures within the DD/P area. The principle has been established that persons acting in administrative support of operations, e.g., persons whose speciality is finance, security, personnel, medical, legal, etc., will be the responsibility, from a career planning point of view, of the boards of the Comptroller, Inspection and Security Office, Personnel Office, etc. In accordance with the above principles, the "identification" of all personnel in the DD/P area is now going forward.

Training and seminars to indoctrinate all supervisors in the background, philosophy, and use of the new Personnel Evaluation Report has been completed in the DD/P area, and these reports are now being filed on all Headquarters personnel. Training in the use of the Personnel Evaluation Report for field personnel will shortly be undertaken. Descriptive material concerning the entire Career Service Program is in preparation to be sent to the field.

CONFIDENTIAL

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L. K. WHITE

Assistant Deputy Director  
(Administration)

Originating Office CAO/DDP  
Retyped: SA/DD/A

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